

**City/County Joint Commission on Elderly Affairs**

**BYLAWS**

City / County Joint Commission on Elderly Affairs

approved \_\_\_\_\_, \_\_\_\_\_.

San Antonio City Council approved \_\_\_\_\_, \_\_\_\_\_.

Bexar County Commissioners Court approved \_\_\_\_\_, \_\_\_\_\_.

# BYLAWS OF THE CITY/COUNTY JOINT COMMISSION ON ELDERLY AFFAIRS

## ARTICLE 1: NAME

The name of this Commission is the City/County Joint Commission on Elderly Affairs (hereinafter the “Commission”).

## ARTICLE 2: PURPOSE AND DUTIES OF THE COMMISSION

The Commission is an advisory board of the City of San Antonio City Council (“City”) and the Bexar County Commissioners Court (“County”) (collectively, “governing bodies”) and will:

- 2.1** Annually develop the Commission’s goals and objectives for the following fiscal year. The Commission may recommend to City and County staff (“staff”) that these goals and objectives be reflected in senior programs, be incorporated into the budget process, and be submitted to the governing bodies for review and final approval.
- 2.2** Review any senior services budgeting, operating, staffing and other issues, and participate, when requested, in presentations to the appropriate governing body Committee or Department. May also request, or be requested, to brief either on other issues pertinent to the purpose and duties of the Commission.
- 2.3** Monitor all federal, state and local legislative initiatives that may impact City and County citizens sixty years of age and older, in the manner and by the means the Commission determines most cost effective and efficient in fulfilling its mission.
  - 2.3a** Propose legislative endorsements or initiatives to the appropriate governing body Department by Spring of the previous year for consideration and potential inclusion in the legislative packages of that body the following year. E.g. Proposals should be prepared no later than May of even-numbered years for inclusion in the legislative packages of odd-numbered years.
  - 2.3b** If given prior approval, select Commission members to attend legislative hearings or community events and provide authorized, appropriate verbal or written testimony consistent with governing body policy initiatives.
- 2.4** Work to enhance senior quality of life through outreach, advocacy and support of senior services and resources. With prior approval by the governing bodies, initiate community outreach/education campaigns on Commission–approved issues, including collaboration with other entities on such campaigns or projects.
- 2.5** Perform any and all duties as may be directed by the governing bodies.

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### ARTICLE 3: MEMBERSHIP

- 3.1 Eligibility:** Members of the Commission must be 60 years of age or older and reside in Bexar County.
- 3.2 Composition:** The Commission is composed of sixteen members. The members will be appointed by the governing bodies as shown below. The Executive Director of the Alamo Area Council of Governments, or his or her designee, is always encouraged to attend and participate in discussion in a non-voting ex-officio capacity, but is not counted for membership or quorum purposes.
- Appointed Representatives:
- a) City – 11 total
    - Mayor (1)
    - Council Members (1 each)
  - b) County – 5 total
    - County Judge (1)
    - County Commissioners (1 each)
- 3.3 Terms of Office:** Members serve upon appointment by their governing body officer and serve until replaced, unless earlier removal or resignation occurs. Continued service is contingent upon eligibility and reapplication when directed by either governing body.
- 3.4 Authority:** As an advisory board, the Commission must obtain the approval of the appropriate governing body before taking any action or speaking on behalf of the Commission. Commission members may not speak on behalf of the Commission in opposition to the positions of the governing bodies.

### ARTICLE 4: MEETINGS; VOTING; REMOVAL

- 4.1 Regular Meetings:** Regular meetings of the Commission will be held no less than quarterly, and the dates are to be determined no later than by the Annual Meeting. A meeting may not be held unless a quorum of members is present.
- 4.2 Annual Meeting:** The first Commission meeting of each year will be designated the Annual Meeting. At the Annual Meeting, the Commission will elect Officers and Executive Committee members, and conduct any outstanding business.
- 4.3 Special Meetings:** The Chair is authorized to call other, special meetings of the Commission as deemed necessary.

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- 4.4 Quorum:** A quorum is a majority. For purposes of meeting attendance, a quorum will be the majority of the *seated* Commission members, not counting vacant positions, and for voting purposes, a quorum will be the majority of the votes *cast*.
- 4.5 Attendance:** Commission members are highly encouraged to attend all meetings. Regular attendance reports will be sent to the appropriate governing body office.
- 4.6 Voting:** Each Commission member will have one vote in action items of the Commission. Neither proxy nor absentee votes are permitted. A proposed action is adopted if a quorum of the votes *cast* is in favor of the action. Abstentions do not count as a cast vote.
- 4.7 Vacancies.** If a vacancy occurs in Commission membership, the Commission, through staff, will request the appropriate governing body office to appoint a replacement.
- 4.8 Removal:** If any member is absent from 3 consecutive Regular Meetings, the Commission, through staff, may request the appropriate governing body to appoint a replacement.
- 4.9 Conduct of Meetings:** When not in conflict with these bylaws, Robert's Rules of Order Newly Revised will generally govern proceedings of Commission meetings.

### ARTICLE 5: OFFICERS

- 5.1 Officers:** Officers of the Commission shall be as follows: Chair and Vice-Chair.
- a) The Chair shall:
- 1) Convene and preside over all Meetings of the Commission.
  - 2) Establish, with Commission approval, Special Committees.
  - 3) Call Special Meetings as deemed necessary and allowable under the Texas Open Meetings Act.
- b) The Vice-Chair shall:
- 1) Perform the duties of the Chair in the absence of the Chairperson.
  - 2) Assume the duties of the Chairperson should a vacancy occur in the office of the Chair until replaced.
- c) In the event that both the Chair and the Vice-Chair are absent from a meeting, the Commission will vote on a Chair Pro-Tem for that meeting.

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- 5.2 Elections, Terms of Service and Removal:** Officers must be currently-appointed members of the Commission and elected by a majority of votes cast at the Annual Meeting. Officers shall be elected for a one-year term of service. There is no limit to the number of terms Officers may serve if re-elected by the Commission. Officers may be removed by a two-thirds vote of Commission members.
- 5.2 Officer Vacancies:** Upon the removal, resignation, or incapacity of an Officer, the Commission will declare the office vacant and will vote to replace the Officer at the next Commission meeting. The newly-elected Officer will serve out the unexpired term of the vacated office.

### ARTICLE 6: COMMITTEES

- 6.1** The Commission will have 2 standing Committees, to be established at the first available opportunity each term, and an unspecified number of Special Committees, all comprised of currently-appointed Commission members. A quorum is not required for Committee meetings.
- 6.2** Standing Committees
- a) Executive Committee** shall be comprised of the Chair, Vice-Chair, and 3 additional, currently-appointed Commission members elected by the Commission who will serve for a term of one year, without limit if reelected. The Executive Committee shall meet no less than five days prior to each Commission meeting to review the meeting agenda and any other items deemed appropriate. Vacancies in the 3 elected Committee member positions shall be replaced by majority vote at the next Commission meeting to serve for the remainder of the unexpired term.
- b) Nominating Committee** shall be comprised of 3 currently-appointed Commission members, to garner nominees for the coming year's Officers and Executive Committee member positions. The Nominating Committee shall meet at least two months prior to the next Annual meeting to collect the nominees and shall present the slate of nominees for each position at the last Commission meeting prior to the Annual meeting. Nominees must be currently-appointed members of the Commission.
- 6.3 Special Committees** may be established on an ad hoc basis, by a majority of Commission votes cast, to address various issues that arise during Commission meetings requiring further review, study or investigation. For each, a chair shall be appointed who will assemble the other members. Each Special Committee shall be no less than 3 and no more 5 members, shall be given a descriptive name, and shall either operate for one year or automatically dissolve upon the completion of its charge, as determined by the Commission. Each shall be responsible for presenting its findings to the full Commission.

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**ARTICLE 7: CODE OF CONDUCT**

All Commission members are subject to their governing body's Ethics Code, as applicable to board members.

**ARTICLE 8: AMENDMENTS TO THESE BYLAWS**

These bylaws may be amended by a majority of Commission votes cast and subsequent approval by the governing bodies.

Amended and adopted by the Commission on \_\_\_\_\_.

I hereby certify that this is a true and correct copy of the amended Bylaws for the City / County Joint Commission on Elderly Affairs as approved by the Commission on the date indicated above.

\_\_\_\_\_  
Chair, City / County Joint Commission on Elderly Affairs

Date: \_\_\_\_\_